

Bench Policy Approved 5/15/18

Policy:

The City of Trinidad will make available memorial benches for dedication. Plaques and benches will be available for purchase in increments of 10 years. The purchase amount will be \$1,000.00; this will cover the cost of the dedication plaque as well as purchase and repair of the dedicated bench. Memorial benches shall be available to individuals, families and Trinidad based service organizations.

Definitions:

Trinidad based community service organizations are those organizations based in the greater Trinidad planning area.

Benches will be dedicated "in memory of" or "in honor of..."

Procedure:

The City will maintain, repair and replace a minimum of 5 memorial benches in the city limits annually. A 7 year rotating schedule will be maintained for maintenance, repair and replacement of benches.

Currently there are 30 designated memorial benches in the city limits of Trinidad.

When a bench is due for replacement, the current purchaser will be contacted and offered the opportunity to purchase the bench for a 10 year period. If the current purchaser with contact information on file with the City cannot be contacted, does not respond within 30 days or chooses not to purchase the bench for an additional 10 year period, the bench will become available. At the conclusion of the 10 year period the bench will become available unless rededicated.

Any bench currently dedicated at the adoption of this policy that lacks contact information regarding the original purchaser and meets the memorial bench criteria will be automatically renewed for a period of one year. It will be advertised as available after the one-year period if by that period the City has not been contacted by the original purchaser indicating that they wish to continue sponsorship of the bench.

During the first year after the bench policy is adopted the city will notify the public via flyers around town and on the City website in an effort to make the public aware that if they currently sponsor a memorial bench that they should contact the City to ensure accurate contact information is on file for future renewal opportunities.

The City will utilize a contact list as a method to notify interested parties when a bench becomes available. If interested a party may add their name to a contact list to be notified when there are memorial benches available for sponsorship. Once a year in January everyone on the contact list will be advised if there are benches available and how many. It would be first come first served; meaning first to pay required fees gets the benches. When a bench is replaced the plaque will be transferred to the new bench.

The City will standardize plaque size as well as text font, size and line limitation. To be determined.

Undedicated benches will be maintained by the City until dedicated.

Concerns regarding bench policy may be addressed directly to the Trails Committee.